Chief, bragement Staff

24 August 1959

Chief, Hocords Henngement Staff

Weekly Beport for Week Rading 19 August 1959

1. Contributions

a. Progible

- (1) Completed nine new and five revised forms.
- (2) One handred and fifty-three cubic feet of inactive records were received at the Records Center from six offices.
- (3) Bighty-three cu. ft. of records were destroyed at the Records Center, 716 cu. ft. remain to be burned.
- (4) The Records Center furnished information to Agency offices involving 1461 items. This includes records returned for reference and information supplied without returning records.

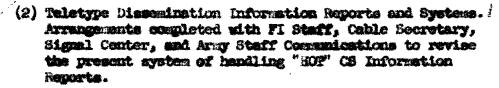
d. Intensible

(1) Evaluated three Employee Suggestions on CS Information Reports.

2. Assignments - Active

a. Fores

(1) Tuelvo new and tunive revised forms in process.



- (3) Revision of Dispetch Forms.
- (4) Improved Management of Stocked Forms.
- (5) Uniform Information Report.
- (6) New Bailding Project.

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| 17 |) Be | paditind | Promising | of | Information | ecorta. |
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- (8) Revision of Courier Receipt and Log Records Form
- (9) Improvement of Quality of Information Reports Production.

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b. Stalf Filling

| (1) Office of Pernomnet |) Office o | f Personnel | _ |
|-------------------------|------------|-------------|---|
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(2) Contact Division

(3) Office of Security. L

- (4) OCR., Construction of secure area completed. Shelving to be shipped from factory, 21 August.
- (5) OTR.

c. Filing Systems

- (1) FAIS.
- (2) Medical Staff.
- (3) File System Clerical Recuritment Breach/OP. Assisted the ARO in preparing the proposed filing plan.
- (4) PE/DD/P. ABO requested assistance in establishing a more efficient system for filing reference materials.
- (5) SR/DD/P. Working with the ARO in the development of a system to house 150,000 cards so that they can be referred to more quickly than under the present system.
- (6) Watch Officer. The development of a visable type filing system is in process.

d. Records Control Schedules

- (1) Executive Registry (Nevised).
- (2) FI Staff (New).
- (3) New Building Site. (New)

(5) OBI (Revised). A revised schedule has been subsitted by the ARO for our approval.

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| | | e. Special Projects | |
| | | (1) Revision and Bearder of Overnight Storage Bonce. | |
| | | (2) DD/P Support Records. | |
| | | (3) Predecessor Agency Becords. | |
| | | (4) Entrance-on-Duty and Befresher Training in Filing. | |
| | | (5) Demonstrator File on Subject-Hameric System. | |
| | | (6) DD/P Trainces. | |
| | | (7) Survey of Unused Safes. | |
| | | f. Vital Records | |
| 25 | X1 | (1) attended a meeting of all OCR personnel who will participate in OPERATION ALERT. | |
| *************************************** | a. | I attended a meeting of DD/P Records Officers. The meeting was concerned with such matters as Subject-Rumaric Filing System, responsibility for DD/S records in DD/P areas and the definition of Functional Groups of CS Documents. | |
| 25X1 | ъ. | Officer, accompanied as on a visit to the Records Center and Vital Records Repository. | |
| | e. | Substantial progress is being ands in UIR to reduce its records holdings as indicated by the fact that recently the ARO has transferred 43 cu. ft. of records to the Center and destroyed 42 cu. ft. at Headquarters. | |
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